

1 SUBMIT APPLICATION FOR LICENSE AND APPLICATION FEE

Apply and make payment using the Board's [online services](#) or download the Application for Licensure form and submit via mail.

2 SUBMIT REQUIRED SUPPORTING DOCUMENTATION FOR YOUR APPLICATION TYPE

ONE-YEAR DEADLINE: Applications remain open for one year from the date received by the Board. Applications will close at the one-year date if all application requirements, including submission of the initial licensure fee, are not completed. Reapplication will be required.

DOWNLOADABLE FORMS: Your application cannot be processed and will be delayed without the required supporting documentation. Downloadable forms are available under the *RESOURCES* tab of the Board website www.socialwork.state.mn.us.

- **Minnesota Criminal Background Check Authorization form:** Must be submitted with all first-time applications. Download, complete, and mail, fax, or email to the Board office. *Not required if submitted with a previous application.*
- **Official Transcript:** Must be submitted and must specify degree, major, and date degree conferred. *Submit after graduation.* Contact university to send official transcript to Board office. *Not required if submitted with a previous application.*
- **Supervision Verification form:** **LISW and LICSW applicants only.** Submit using the Board's [online services](#) or download form from Board website.
- **Certification of 360 Clinical Clock Hours:** **LICSW applicants by examination only.** Complete information available under the *APPLICANTS* tab of the Board website. Download Forms 1 - 3 from the Board website.
- **Verification of Licensure form:** **Endorsement applicants only.** Download form and submit to licensing agency in jurisdiction(s) where current license is held.
- **ASWB Official Exam Score Transfer:** **Endorsement applicants only.** Request at www.aswb.org.
- **ADA and ESL Special Examination Provisions:** Board and ASWB testing sites will make reasonable accommodations for applicants who meet conditions: (1) have a disability qualifying under the Americans with Disabilities Act (ADA); or (2) speak English as a Second Language (ESL). If applicable, download form from the Board website.

3 BOARD REVIEW OF APPLICATION

Application review typically takes 45 to 60 days from date received. The Board will mail a notice if information is required. **Use the Board's [online services](#) to check your application status online.**

4 EXAMINATION APPROVAL

The Board will notify you by mail if you are approved for the examination. Exam results are automatically forwarded to the Board after testing. **If your name changes prior to examination approval you must submit legal document as evidence of the name change in order to register for the examination.** The Board will mail a notice to confirm exam results and to request additional information if needed.

5 LICENSE APPROVAL AND LICENSE FEE PAYMENT

If approved for licensure, the Board will mail a 'License Fee Statement' notice indicating the required prorated initial license fee. **A license is effective the date the initial fee is received by the Board. Initial license fees can be paid using the Board's [online services](#).**